

## Job Description

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*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees are required to follow other job-related instructions and to perform any other job-related duties as requested by their supervisor. Reasonable accommodation may be made to enable individuals with disabilities to perform the job functions described herein.*

**Job Title:** **Deputy Director, Capital Projects**

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**Department:** Capital Projects

**Pay Grade:** 114

**FLSA Status:** Exempt

### **JOB SUMMARY**

Under limited supervision, performs administrative and technical work in assisting with developing and executing the capital budget which includes project management, specification creation, and fiscal planning. Work involves assisting with overseeing and managing the Capital Projects Division including directing, planning, and administering the operations of engineering, private development, and inspections for the District.

### **ESSENTIAL JOB FUNCTIONS**

- Assists with the development and execution of capital improvement projects
- Develops and reviews specifications.
- Processes work orders, invoices, quotes, requisitions, purchase orders, and other related reports as needed throughout the day.
- Coordinates with developers, consulting engineers, and contractors for developer-based projects.
- Receives and/or reviews various records and reports such as engineering drawings, service availability requests, and Delegated Review Packages (DRP).
- Observes and inspects new sewer line construction to ensure District construction specifications are achieved.
- Prepares and/or processes various records and reports such as punch lists for engineering drawing review and construction completion, sewer connection fees, Government Encroachment Permits, and District sewer service permits.
- Refers to as-built drawings, sewer extension documents, easement documents, Charleston County tax maps, community water system (CWS) water usage records, policy and procedure manuals, codes, laws, regulations, publications, and reference texts, etc.
- Ensures all projects are designed and constructed in accordance with local, state, and federal requirements.
- Receives and reviews various records and reports such as budgetary reports, , requisitions, and job specifications.

- Coordinates with local, state, and federal government agencies.
- Assists with coordination, evaluation, and review of the engineering and construction functions for assigned projects.
- Operates a District vehicle and a variety of equipment and machinery such as a camera, global positioning system unit, printer, copier, etc.
- Interacts and communicates with various groups, individuals, property owners/developers/ contractors, government representatives, and members of the general public.
- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- Bachelor's Degree in Engineering;
- Five (5) years of progressively responsible administrative and technical experience in the design and construction of wastewater infrastructure; or
- Equivalent education, training, and/or experience.

### **Licenses or Certifications:**

- Valid South Carolina driver's license.
- Must be a Registered Engineer in Training (EIT)
- Preferred Professional Engineer (PE).

### **Special Qualifications:**

- Able to use or learn to use a variety of tools such as survey level, grade rod, shovel, manhole tool, measuring tape/wheel, metal detector, engineer's scale, etc.; variety of vehicles , equipment, and machinery such as a camera, global positioning system unit, printer, copier, etc.; a variety of supplies such as marking paint and flags, tracing dye, general office supplies, etc.; and a variety of computer software such as ESRI Software Platform, Microsoft Word, AutoCAD, Microsoft Excel, etc.

### **Knowledge, Skills and Abilities:**

- Knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of budget development, billing and collections, accounts payable, purchasing, data processing, personnel management, etc.
- Knowledge of how to make public presentations.
- Knowledge of the occupational hazards and safety precautions of the industry.
- Knowledge of the principles of management, administration, organization, and supervision as required in the completion of daily tasks.
- Skill in safely and skillfully operating equipment necessary for assigned area.
- Skill in the utilization of management principles in planning, establishing, and implementing procedures and standards for obtaining optimum efficiency and cost effectiveness.
- Ability to compile, organize, and utilize various financial information necessary in the preparation of budgets and prioritize assignments and work activities..
- Ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations.
- Ability to offer training and assistance to co-workers and employees of other

departments as required.

- Ability to make sound, educated decisions.
- Ability to use independent judgment and discretion in supervising various programs including the handling of emergency situations, determining procedures, setting priorities, setting schedules, maintaining standards, planning for future District needs and resolving problems.
- Ability to plan and develop daily, short- and long-term goals related to District purposes; is able to take the initiative to complete the duties of the position without the need of direct supervision.
- Ability to read and interpret complex materials pertaining to the responsibilities of the job.
- Ability to assemble and analyze information and make written reports and records in a concise, clear, and effective manner.
- Ability to perform required mathematical calculations with accuracy.
- Ability to react calmly and quickly in emergency situations.
- Ability to establish and maintain effective working relationships.

### **PHYSICAL DEMANDS**

The work is medium work. This requires exerting up to 50 pounds of force occasionally; and/or up to 30 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required: climbing, fingering, hearing, mental acuity, repetitive motion, speaking, talking, visual acuity, and walking.

### **WORK ENVIRONMENT**

Works inside an environmentally controlled space; but will intermittently work in adverse environmental conditions (e.g., heat, cold, and rain) for moderate periods of time. Exposed to construction and water/wastewater site hazards, traffic, and moving machinery.

*The North Charleston Sewer District has the right to revise this job description at any time and it does not represent in any way a contract of employment. My signature below indicates that I have received and reviewed the above description. I am able to perform the essential functions of my position with or without reasonable accommodation.*

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date